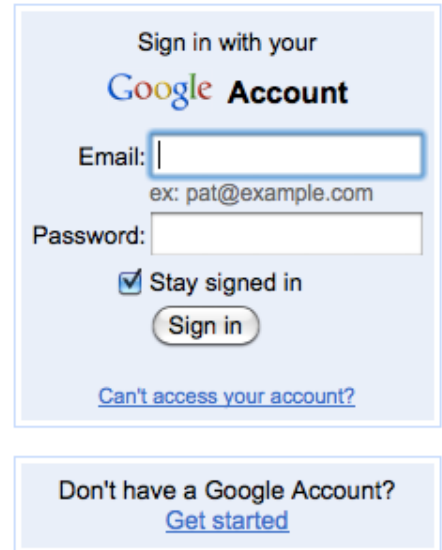


Google Docs

1. Sign onto and bookmark this address on the your computer. www.docs.google.com

2. Enter your district username and password. These will be given to you by the Tech contact at your building.

If using this with students, the first time the student sign in there will be a page to enter a captcha (scrambled letters) and accept the Terms of Service. This can be hard for students, it would help if this could be done ahead of time.



Sign in with your
Google Account

Email:
ex: pat@example.com

Password:

☒ Stay signed in

[Can't access your account?](#)

Don't have a Google Account?
[Get started](#)

3. On the Welcome page select Docs.

Your services



[Sites](#)

Quickly create and publish collaborative sites



[Docs](#)

Publish and collaborate in real-time on documents, spreadsheets, and presentations



[Calendar](#)

Organize schedules and share events and calendars with others



[Start Page](#)

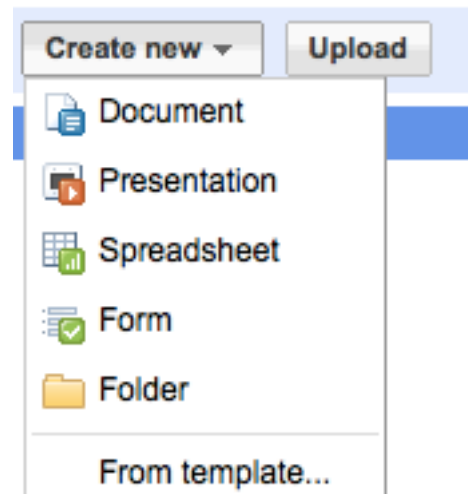
Central place to access essential content and search the web








[Video](#)

Upload, view and share videos

4. In the next window choose **Create New** and select the type of application you will be using

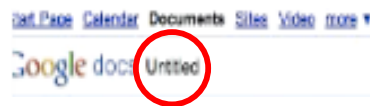


Create new

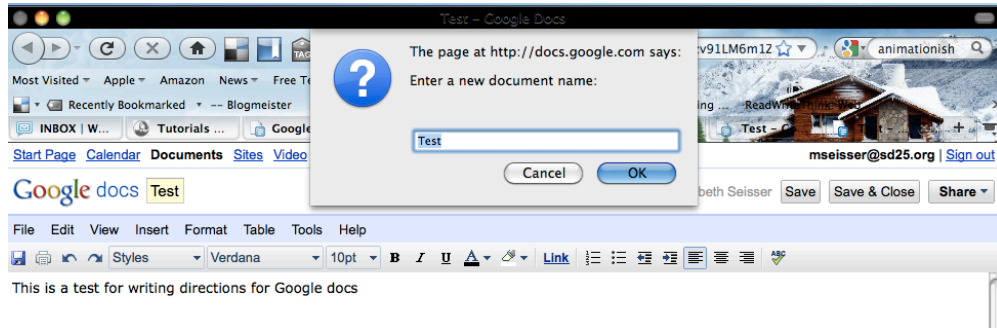
-  Document
-  Presentation
-  Spreadsheet
-  Form
-  Folder

[From template...](#)

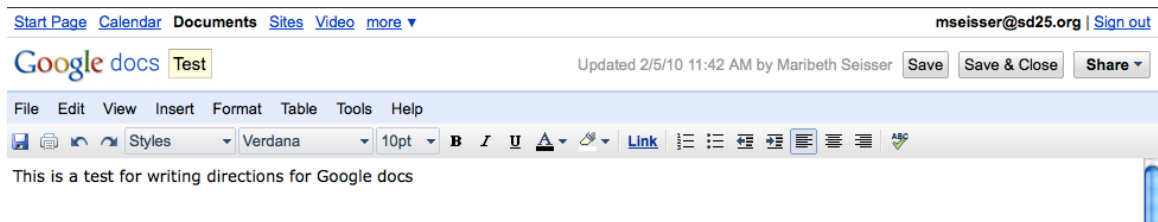
5. To Title your document click on **Untitled**.



A window will open, type your document's title. Click OK.

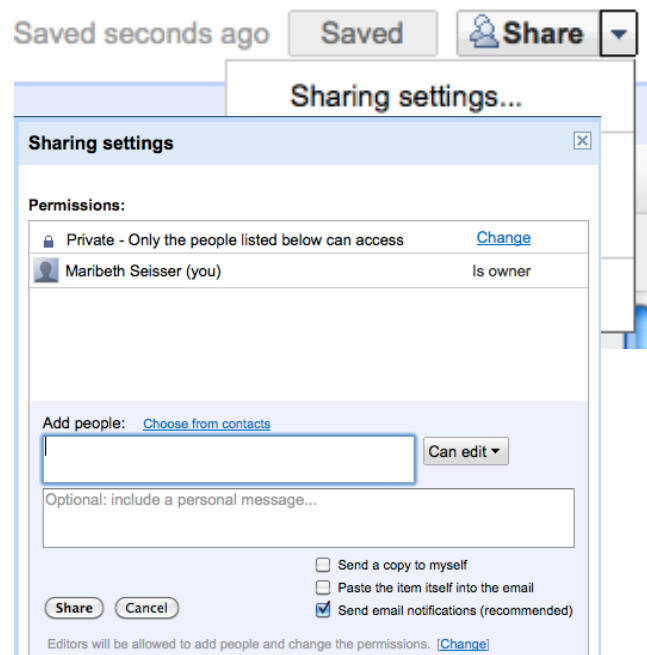


6. The toolbar is similar to the Word toolbar. You can change style, font, size, color, etc.



7. Although Google Docs saves as you work, you will want to Save or Save and Close when you are done. **Be sure to log out.**

8. You can also choose to share within your document. Click on **Share**. In the drop down menu choose how you want to share this document.



Share setting... Add people that you want to share the document with.

Click on Choose from contacts and you can search for people and create a group. Each person will receive an email regarding the document. This is also where you can choose whether the person Can edit or Can view.

Email editors/viewers sends an email with a link to the document. Email as an attachment lets you send an email with the document attached or paste it into the email.

9. General Information:

a. If you and another collaborator are editing the same document at the same time, a box with the name of the collaborator appears at the top of the screen. 10 people can edit a document at the same time. Once this limit has been reached, others will be able to view, not edit the document. You can share a document with up to 200 people. A total of 50 people can edit a spreadsheet simultaneously 10 people can edit a presentation at the same time. However, you can share a presentation with up to 200 people (whether you add collaborators or viewers, the total cannot exceed 200 people).

b. When using Google Docs with the AHSD25 domain you do need to sign in to view and edit documents created in the AHSD25 Google Doc domain.

c. You can download a Google Doc as a HTML, Open Office, PDF, RIT, Text or Word Document.

d. You can add comments or chat on shared documents. To add a comment go to Insert Comments. Your comment will go where your cursor is placed.